EQUAL OPPORTUNITY/CONSIDERATION OF OTHERS

Proponent For Inspection: Equal Opportunity Office		Point of Contact:				
Unit Inspected:		Date of Inspection:				
Unit Representative:		Unit Phone No.:				
Inspector's Name:		Inspector's Phone No.:				
Unit Overall Rating	g: T P U					
REFERENCES:	a. AR 600-20, 13 May 02 d. Joint AR 190-24, 30 Jun 93 g. DA Pam 600-26, 1 Feb 99 i. FLW Reg 350-6, 17 Jul 02	b. AR 210-50, 12 Nov 99 c. AR 690-12, 13 May 02 e. TC 26-6, no date f. DA Pam 350-20, 1 Jun 94 h. TRADOC Reg 600-11, 1 Oct 99 j. FLW EOP, 12 Nov 99 k. BDE specific EOP SOP, co	urrent			

STANDARDS: "T"= 90% success rate of evaluated tasks with no failed critical tasks. "P"= 70% success rate of evaluated tasks with no failed critical tasks. "U"= less than 70% success rate of evaluated tasks or one failed critical task.

INSPECTION CRITERIA:	LEVEL	GO	NO GO	REMARKS
Commanders Responsibilities:				
1. <u>CRITICAL:</u> Has the commander developed and implemented an EO Program (AR 600-20, Para 6-2g(1))?	ALL			
2. <u>CRITICAL:</u> Has the commander established procedures to monitor and assess EO activities within the command, agency, or activity (AR 600-20, Para 6-2g(9))?	ALL			
3. <u>CRITICAL:</u> Does the commander review data and statistics that support the Quarterly/Annual Narrative Statistical Reports (AR 600-20, Para 6-15)?	BDE			
4. CRITICAL: Does the commander report all EO training on QTB/YTB (AR 600-20, Para 6-2g(17)?	ALL			
5. <u>CRITICAL:</u> Has the commander developed and implemented an Equal Opportunity Plan (AR 600-20, Para 6-13a)?	BDE			
6. CRITICAL: Are formal complaints complete (AR 600-20, app. E.)?	BDE			
7. CRITICAL: Have all assigned personnel attended Installation POSH training (CG Policy Letter #5-02)?	ALL			
8. CRITICAL: Does the unit have a course trained Equal Opportunity Representative (AR 600-20, Para 6-2i.)?	BN, CO			
9. <u>CRITICAL:</u> Has the commander conducted a Unit Climate Assessment (AR 600-20 Para 6-2g(12)) within 90 days of taking command and annually thereafter?	СО			
 <u>CRITICAL:</u> Is there an Information Board accessible to unit members consisting of: (AR 600-20) 	BN, CO			
a. Policy Letters (Installation to Unit) Updated with current Commander?	BN, CO			
b. EOA POC Updated with current Commander?	BN, CO			
c. Unit EOR POC Updated with current Commander?	BN, CO			
d. Off-Limits Areas (Joint AR 190-24)?	BN, CO			
e. Complaint Process Matrix?	BN, CO			
Regulations and Documents:				
Are all the regulations and documents listed under REFERENCES on hand?	ALL			
Policy Letters:				
Are the following policy letters on hand?				
a. CRITICAL: Equal Opportunity Policy Letter (600-20, Para 6-2g(11)).	ALL			
b. <u>CRITICAL:</u> Equal Opportunity Complaint Procedures (includes reprisal prevention) (600-20, Para 6-2g(11)).	ALL			

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c. <u>CRITICAL</u> : Policy Statement on Sexual Harassment (includes reprisal prevention and complaint procedures) (600-20, Para 6-2g(11)).	ALL						
d. CRITICAL: Commander's Open Door Policy (600-20, Para 2-2).	ALL						
Unit Equal Opportunity Training:							
1. <u>CRITICAL:</u> Are members of the Chain of Command participating in unit EO training? (AR 600-20, Para 6-14a(3))	ALL						
2. <u>CRITICAL:</u> Are executive level seminars conducted twice a year? (AR 600-20, Para 6-14a(4))	BDE						
3. CRITICAL: Is unit EO training documented? (AR 600-20, Para 6-14(2))	ALL						
4. <u>CRITICAL:</u> Is EO/POSH training being conducted quarterly? (AR 600-20, Para 6-14a(2))	BN, CO						
5. <u>CRITICAL:</u> Is POSH training annotated on individual training records? (AR 600-20, Para 7-8f)	BN, CO						
Considerations of Others Program:							
1. <u>CRITICAL:</u> Is CO2 training reported at QTBs IAW MANSCEN Command Policy #62-0, 1 DTD 16 May 01?	ALL						
2. <u>CRITICAL:</u> Is there a published unit Policy Letter IAW MANSCEN Command Policy #62-01, DTD 16 May 01?	ALL						
3. <u>CRITICAL:</u> Does the unit chain of command participate in training? (Memorandum for TRADOC Installations (CO2) Policy, DTD 16 Jan 98)	ALL						
4. CRITICAL: Do all military/civilian personnel receive 2 hours quarterly/8 hours annually IAW MANSCEN Command Policy #62-01, DTD 16 May 01?	ALL						
5. CRITICAL: Are facilitators appointed by the commander and trained at the two day CO2 facilitators seminar IAW MANSCEN Command Policy #62-01, 16 May 01?	ALL						
REMARKS AND FINAL COMMENTS:							